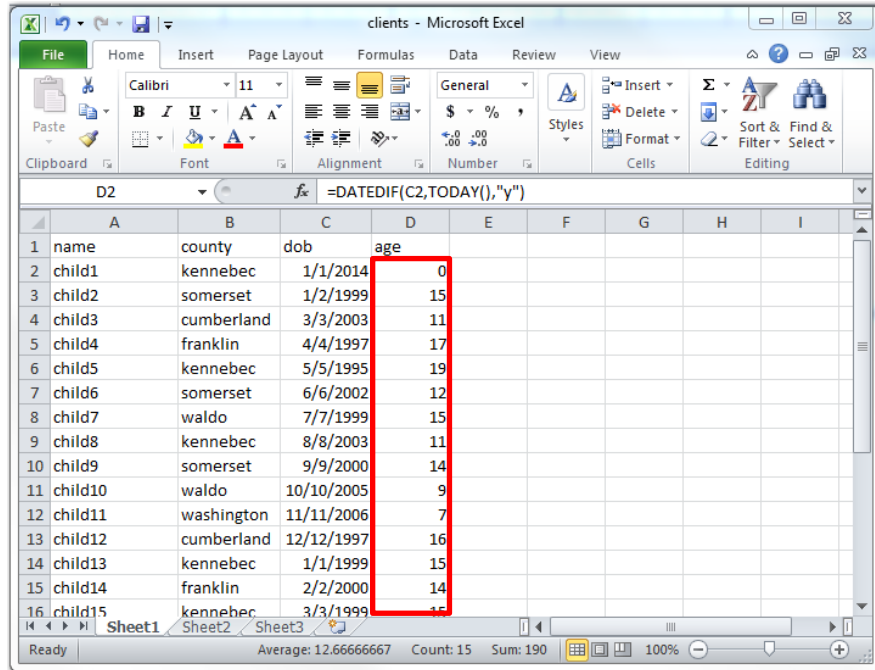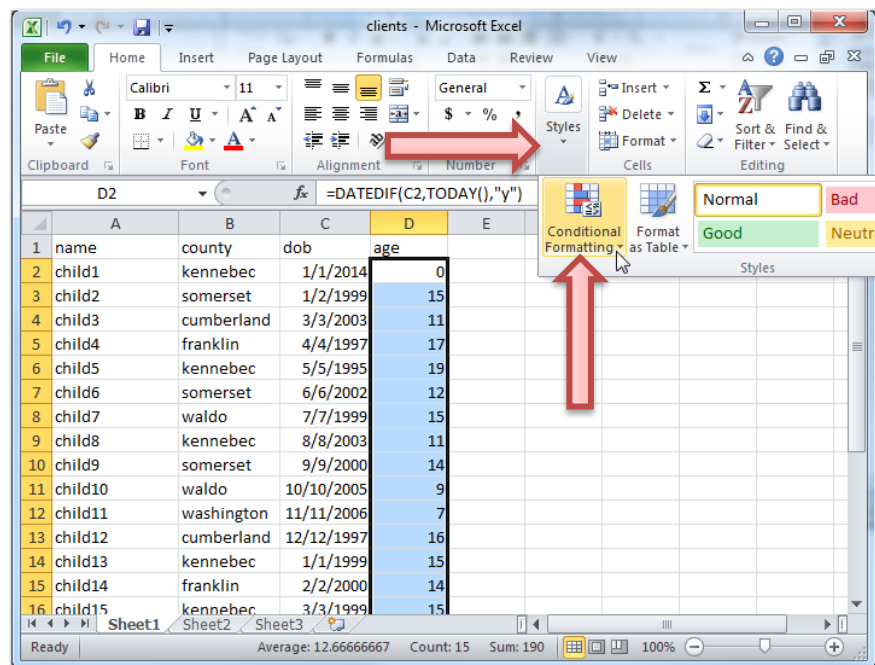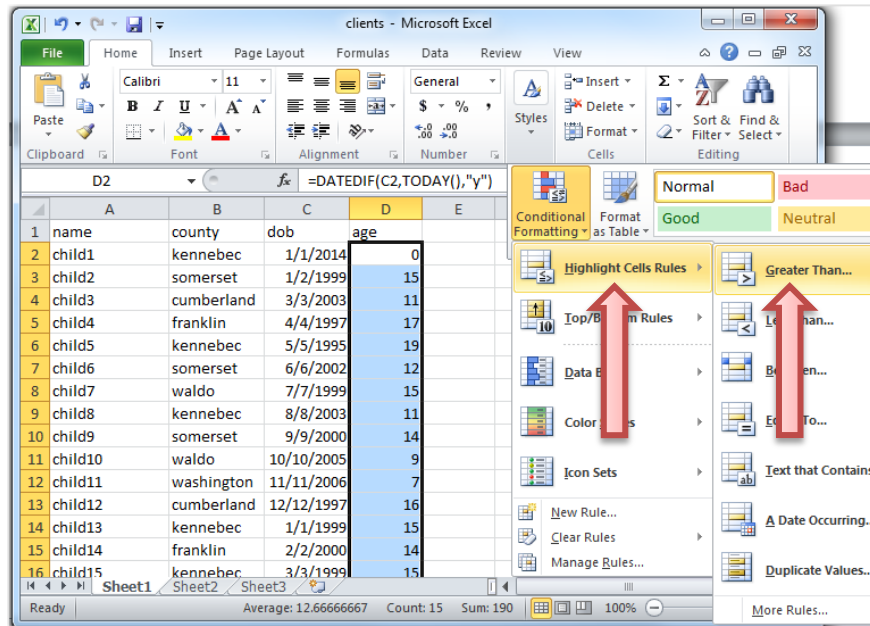# Conditional Formatting

1. Conditional formatting quickly highlights important information. To begin, select the range of data. We're going to select D2:D16. We're going to make a rule for any child older than 18.
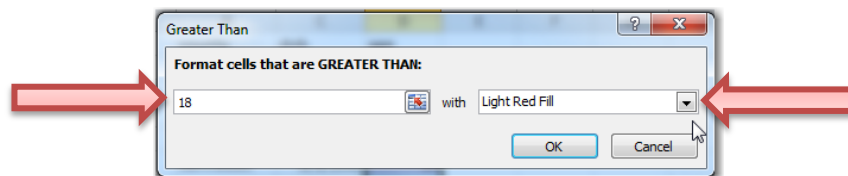

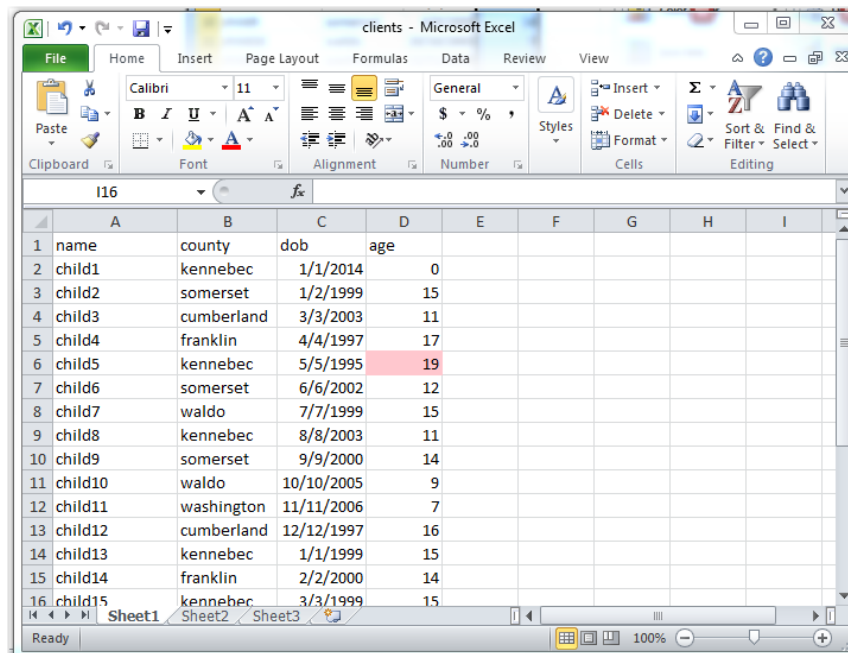2. Select **Styles**, and then select **Conditional Formatting**.

3. Select *Highlight Cell Rules*, and then select *Greater Than*.

4. Enter 18, and then click the drop-down to select a color.

5. The results are one child over 18.

6. To remove the Conditional Formatting, click *Styles*, *Conditional Formatting*, *Clear Rules*, *and Clear Rules from Entire Sheet*.